

Quinebaug Valley Community-Technical College  
Job Description  
**Instructor, Early Childhood Education**

**Narrative Description**

Under the supervision of the Program Coordinator of Early Childhood Education, responsibilities include but are not limited to teaching courses in early childhood education, child development, literacy, creative activities, science and math for young children; assist coordinator in the supervision of practicum sites; developing innovative curriculum; collaborative learning, creating and assessing learning outcomes; incorporating sensitivity to diversity (including race/ethnicity, age, class and gender) into the curriculum; assisting in the preparation of accreditation reports; participating on college committees; advising students; and other related duties.

Quinebaug Valley Community College faculty are individuals committed to learning, proficient in the use of instructional technology, interested in distance learning, skilled in teamwork, capable of working with a diversity of students and able to contribute to both credit and credit-free programming. QVCC faculty are key contributors to the life of the College in and beyond the classroom.

**Supervision Received**

The activities of the Instructor of Early Childhood Education are supervised by the Program Coordinator, who is guided by the Dean of Learning and Student Development.

**Supervision Exercised**

Will supervise adjunct instructors, early childhood education students at worksites/schools, and may supervise student workers as appropriate.

**Key Effectiveness Areas**

- Demonstrated knowledge and ability to teach broad range of early childhood education courses
- Demonstrated knowledge of and skill in pedagogy
- Ability to develop curriculum that is structured for student success
- Ability to work with a broad range of constituents, including students and child care administrators, teachers and parents
- Ability to work collaboratively
- Ability to create and assess outcomes-based instruction
- Familiarity with NAEYC standards and accreditation processes

**Functional Responsibilities**

- Duties of this position include: design, facilitation and evaluation of learning in stated areas of early childhood education; development of offerings related to degree areas; development of curricular materials appropriate to student need; supervision of adjuncts; recruitment of students into program; participation in professional development; service on divisional, college or system committees; advisement of students, and other duties as assigned.

**Minimum Qualifications**

- Master's Degree in early childhood education or related area. Two years college teaching experience preferred. Experience in early childhood education or child care settings strongly preferred. Familiarity with NAEYC accreditation and CDA credentialing expected.